

**2017-18 Application for Funding
IELCE Resource Center
Competitive Grant Application Packet**

**For funding under the Workforce Innovation and Opportunity Act of 2014,
Title II – Adult Education and Family Literacy Act (AEFLA)**

**Department of Labor and Workforce
Development
Division of Adult Education**

**Due Date:
July 28, 2017
By 12:00 PM Central Time**

*In this Application for Funding, all federal requirements are identified in italics.
Any requirements not in italics are State.*

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Tennessee Department of Labor and Workforce Development
Division of Adult Education
Application for Funding Guide

SECTION 1 – APPLICATION SUMMARY AND REQUIREMENTS

Introduction

The Tennessee Department of Labor and Workforce Development, Division of Adult Education, announces the availability of funds provided through the Workforce Innovation and Opportunity Act: Title II; the Adult Education and Family Literacy Act (AEFLA) to deliver services as a resource center for Integrated English Literacy and Civics Education (“IELCE”) implementation activities, specifically, the design, formation and support of WIOA compliant IELCE programs.

In this Application for Funding, all federal requirements are identified in italics. Any requirements not in italics are state.

Applicable Laws and Regulations

The funds for this grant are allocated to the Division of Adult Education by the United States Department of Education (USDOE), Office of Career Technical, and Adult Education (OCTAE). Additional federal statutes governing local funding include the General Education Provisions Act (GEPA) and Education Department General Administrative Regulations (EDGAR). See Resources section for websites.

Grantees shall ensure that auditable and adequate records are maintained which support the expenditure of all funds received through a contract with the Division of Adult Education.

The Division of Adult Education reserves the right to reject any or all applications for failure to submit an application in accordance with the instructions in this application packet or by the specified deadline. Receipt of applications by the Division of Adult Education confers no rights upon the applicant nor obligates the Division of Adult Education in any manner.

The Tennessee Department of Labor and Workforce Development, Division of Adult Education, reserves the right to contact applicants for clarification of their proposals.

The Tennessee Department of Labor and Workforce Development, Division of Adult Education, will make awards to responsible applicants who demonstrate the ability to perform successfully under the terms and conditions of this application for funding. Consideration will be given to such matters as applicant integrity, compliance with public policy, record of past performance and financial and technical resources.

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Tennessee Department of Labor and Workforce Development, Division of Adult Education, reserves the right to reject all proposals received or cancel this application for funding if it is in the best interest of the Department.

Project Period

Contracts for successful grantees will begin August 1, 2017 and end June 30, 2018 unless the Division of Adult Education elects to extend the term of the contract for additional terms.

Schedule of Events 2017

- July 14 Application for Funding posted on website
- July 28 (noon) Application for Funding due to Division of Adult Education
- July 28-31 External readers to read and score applications
- July 31 (noon) Scores due to Division of Adult Education
- July 31 Notify applicants

Review of Applications

Reviewers of the applications will note the thoroughness of the proposed plan by specific criteria. Each section of the application will be evaluated and scored on the basis of completeness, clarity, and merit. Although the applicant may have provided the same or similar information in a previous section, the information should be included in each section where applicable to fully explain, answer or clarify.

Reviewers will read and score the applications using a scoring rubric (see *Scoring Rubric* included in the appendices.) The rubric indicates the point values and items described in the Program Application Format section. The minimum score to qualify for funding is 70% or 70 total points. One eligible provider for the service delivery area will be recommended for funding based on scores as evidenced by thoroughness of plan, evidence of previous program effectiveness and sound, research-based practice and evaluation. Applications should follow the outline defined in the “Program Application Format” section.

Where multiple applications are received for a service delivery area that meet the minimum score and qualifications, the applicant having the highest score for that service delivery area will be awarded the grant. In the event that no eligible agency meets the minimum score and/or qualifications for a service delivery area or if no eligible agency applies, a new Application for Funding will be posted for other eligible agencies to submit an application.

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Records Management

All records of fiscal transactions and accounts related to this grant will be retained for a period of five years and student records for three years. Grantees will make such records available for inspection and review by Division of Adult Education personnel.

Fiscal Management

Amounts reported as expenditures for reimbursement must be for allowable services after the expense is incurred or the grantee may elect to receive payment via advance drawdown. Records must show that those who received services or benefits were eligible to receive them.

Funds for grants will be used to supplement and not supplant the amount of state and local funds available for uses specified in the Workforce Innovation and Opportunity Act. The term supplanting means to deliberately reduce local funds because of the existence of federal funds.

Funding levels are subject to revision based on availability of federal and state funds. The grantee will comply with all fiscal policies.

All duties and responsibilities of state-funded adult education positions must be dedicated to adult education and literacy activities.

SECTION 2 – APPLICATION COMPLETION INSTRUCTIONS

The following guidelines and instructions are to be used in writing an application. All guidelines are written to ensure that the grantee follows the purpose of the State Plan under the Adult Education and Family Literacy Act, Title II of the Workforce Innovation and Opportunity Act of 2014.

Application Organization

Applications **must** address all sections and be prepared and sequenced in accordance with the instructions outlined in this section. When completed, proposals are to be assembled as follows:

- 1) Application Cover Page (See Appendix)
- 2) Program narrative
 - A. Organizational Overview and Statements of Knowledge and Experience
 - B. Program Goals
 - C. Program Implementation
- 3) Budget Information
 - A. Budget Request Form
 - B. Budget Narrative
- 4) Equipment Inventory (for existing programs if equipment is requested in application)

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Preparation of the Application

Applications must be written in clear, concise language and follow the format outlined in the previous “Application Organization” section.

The application should be no longer than 10 pages in length including the budget request sheet. The cover sheet and inventory pages will not be counted in page totals. Application should include numbered pages, name of applicant on each page, heading and content which match those of the *Program Application Format* section. Applications should be typed, double-spaced, in Times New Roman 12 point font. All signatures on the original application must be in blue ink.

Application Submission Instructions

Applicants must submit **an electronic copy via email** which must be received in the Division of Adult Education office of the Department of Labor and Workforce Development at 220 French Landing Drive, Nashville, TN on or before **12:00 PM Central time July 28, 2017**.

This is a competitive application process; therefore, no late applications will be accepted or considered. All applications must be received by the posted date and time.

Please submit the proposal to the following email address:

Dee Johnson
Franklin.D.Johnson@tn.gov

SECTION 3 – PROGRAM APPLICATION FORMAT

Applications must be organized in the format listed below:
(See Scoring Rubric for point values for each section.)

1. Organizational Overview and Statements of Knowledge and Experience

Include:

- A. an organizational overview that describes existing Adult Education services (or other educational services if not a current Division of Adult Education service provider);
- B. a description of knowledge and experience with IELCE.

2. Program Goals

- A. Describe your plan to support IELCE activities in each of the applicable AE Districts.

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3. Program Implementation

Describe how you will implement the proposed project. Include in the description:

- A. your plan to provide relevant instruction to ensure that an individual has the skills needed to compete in the workplace and exercise the rights and responsibilities of citizenship;
- B. how you will coordinate with other available resources in the community, such as establishing strong links with schools, post-secondary institutions, one-stop centers, job training programs, employers and social services agencies;

4. Budget Information

- A. Use the budget sheet on the following page to provide an itemized project budget that is cost effective, matches the scope of the project outlined in the application, does not exceed the grand total amount of \$165,000.00 and is based on allowable expenses.
- B. Provide a detailed budget narrative that shows how you plan to use the grant resources to accomplish the work described above. This narrative should indicate how budget amounts were developed including all salaries, materials, etc. that will be used/purchased to support the project.
- C. Include a description in the budget narrative of what will be used for the required 10% in-kind match.

**Tennessee Department of Labor and Workforce Development
Division of Adult Education
Grant Application Budget Request**

Note: Please include a detailed budget narrative that thoroughly describes your proposed costs.

Fiscal Agent (program, agency, or institution): _____
 Grant Contact Person _____ Title _____
 City _____ Zip Code _____ Phone _____
 Email Address _____

INSTRUCTIONAL SERVICES

Expenditure Category	Total Requested Budget
Salaries/hourly of Instructional Personnel (The portion of supervisor's salary spent on instructional services should be included here and amount and percentage listed in narrative)	
Salary/Hourly of Instructional Support Personnel	
Instructional Employee Benefits (Define type/ amount in narrative)	
Instructional Supplies	
Instructional Materials	
Instructional Equipment	
Instructional Local Travel (mileage currently .47/mile)	
Other Instructional Uses of Funds (Define in narrative)	
TOTAL INSTRUCTIONAL SERVICES	

ADMINISTRATIVE SERVICES

Salary of Supervisor/Coordinator	
Salary/Hourly of Clerical and/or Data Entry Personnel	
Administrative Employee Benefits (Define type/ amount in narrative)	
Office Supplies	
Equipment for Administrative Personnel	
Administrative Local Travel (mileage currently .47/mile)	
Other Administrative Uses of Funds (Define in narrative)	
TOTAL ADMINISTRATIVE SERVICES	

GRAND TOTAL	\$165,000.00
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NOTE: At least 95% of the funds allocated should be expended for instructional services. Not more than 5% shall be budgeted for administration unless a different rate is negotiated. The approved amount will be the amount eligible for reimbursement. The DAE reserves the right to adjust the requested funding level of any and all proposals received as a result of this announcement.

It is the responsibility of all programs funded by this grant to maintain accurate, complete financial records. Adequate accounting practices and procedures must be in place. Programs and funds will be administered in accordance with the fiscal policies and procedures established by USDOE and the Division of Adult Education. Amounts reported as expenditures must be for allowable services. Records must show that those who received services were eligible to receive them.

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Appendices

Appendix 1 **Cover Sheet**

Appendix 2 **Scoring Rubric**

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Appendix 1

Cover Sheet 2015-16 Application for Funding Division of Adult Education

1. Name and address of Applicant Organization:

Name: _____

Street Address: _____

City: _____ Zip Code: _____

County: _____

2. Project Director:

Name and Title: _____

Street Address: _____

City: _____ Zip Code: _____

Email Address: _____ Telephone: _____

- 3. Type of Organization:** Local Education Agency _____ Community College _____
Tennessee Technology Center _____ Local Workforce Investment Area _____
Community Based Organization _____ Consortium of organizations _____
Other non-profit agency _____ (if checked list type) _____

- 4. Projected # of students:** _____ **Estimated Cost per Student: \$** _____

- 5. Total Funding
Awarded:**

(DAE use only)

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Appendix 2

Adult Education Grant Application Score Sheet Tennessee Department of Labor and Workforce Development Division of Adult Education

Applicant _____

Proposal Item	Possible Points	Points Awarded	Comments
1. Organizational Overview and Statements of Knowledge and Experience A. an organizational overview that describes existing Adult Education services (or other educational services if not a current Division of Adult Education service provider); B. a description of knowledge and experience with IELCE. C.	15		
2. Program Goals A. Describe your plan to support IELCE in each of the applicable AE Districts.	10		
3. Program Implementation A. your plan to provide relevant instruction to ensure that an individual has the skills needed to compete in the workplace and exercise the rights and responsibilities of citizenship; B. how you will coordinate with other available resources in the community, such as establishing strong links with schools, post-secondary institutions, one-stop centers, job training programs, employers and social services agencies;	30		
6. Budget A. Use the budget sheet on the following page to provide an itemized project budget that is cost effective, matches the scope of the project outlined in the application, does not exceed the grand total amount of \$165,000.00 and is based on allowable expenses. B. Provide a detailed budget narrative that shows how you plan to use the grant resources to accomplish the work described above. This narrative should indicate how budget amounts were developed including all salaries,	25		

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materials, etc. that will be used/purchased to support the project. C. Include a description in the budget narrative of what will be used for the required 10% in-kind match.			
Total Score Items 1-6	80		
Division of Adult Education	20		
Grand Total	100		

The minimum score to qualify for funding is 70% or 70 total points. Where multiple applications are received for a service delivery area that meet the minimum score and qualifications, the applicant having the highest score for that service delivery area will be awarded the grant. In the event that no eligible agency meets the minimum score and/or qualifications for a service delivery area or if no eligible agency applies, a new Application for Funding will be posted for other eligible agencies to submit an application.

Reader (Print) _____

Reader Signature _____ Date _____

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GRANT CHECKLIST

This is for your use to ensure that you have all the necessary components and does not need to be included in the application. Applications must include the following, in the order listed:

- ☐ **Cover Page**
- ☐ **Organizational Overview and Statements of Knowledge and Experience**
- ☐ **Program Design**
- ☐ **Program Implementation Description**
- ☐ **Budget Request Form**
- ☐ **Detailed Budget Narrative**
- ☐ **Equipment Inventory (for existing programs if equipment is requested in application)**

Resources

Americans with Disabilities Act (ADA)

<http://www.ada.gov/>

Center for Applied Linguistics (CAL)

www.cal.org

CTB/McGraw Hill

www.ctb.com

DUNS # Data Universal Numbering System

<http://fedgov.dnb.com/webform>

EDGAR Education Department General Administrative Regulations

www.ed.gov/policy/fund/reg/edgarReg/edgar.html

GEPA

www.ed.gov/fund/grant/apply/appforms/gepa427.doc

HiSET®

<http://www.hiset.ets.org>

National Reporting System (NRS) Guidelines

http://www.nrsweb.org/foundations/implementation_guidelines.aspx

CASAS

<https://www.casas.org>